



Bylaws of the Monterey County Democratic Central Committee

Ratified – July 24, 2007

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BYLAWS OF THE MONTEREY COUNTY DEMOCRATIC CENTRAL COMMITTEE

Ratified: July 27, 2007

Amended:

ARTICLE I: NAME

The name of this organization shall be the **MONTEREY COUNTY DEMOCRATIC CENTRAL COMMITTEE (MCDCC)**. The MCDCC shall be the coordinating body for **MONTEREY COUNTY DEMOCRATS**, comprised of registered Democrats in Monterey County.

ARTICLE II: PURPOSE

The MCDCC shall be devoted to the promotion and advancement of the values of the Democratic Party, and to the facilitation of the election of Democratic candidates for public offices.

ARTICLE III: MEMBERSHIP

Section 1: Qualifications

A person is eligible for membership on the MCDCC if such person is a registered Democrat in Monterey County. Statutory Members described in Section 2.a & b below need not be registered in Monterey County.

Section 2: Categories of Membership

There shall be three categories of membership: Statutory Members, Designated Members, and Associate Members. Statutory Members and Designated Members, together, comprise the voting membership of the MCDCC. Associate Members shall not vote. All Members shall hold the privilege of the floor at regular and special meetings of the MCDCC.

A. The California Election Code and the Bylaws and Rules of the California Democratic Party prescribe the following Statutory Members:

1. MCDCC Members elected by registered Democrats residing in respective Monterey County Supervisorial Districts and individuals appointed by the MCDCC to fill vacant Supervisorial District representative seats. The total number of Supervisorial District representative seats shall be determined according to the California Elections Code and the Monterey County Registrar of Voters.
2. State or national office holders elected to represent Monterey County in whole or in part. These office holders include Assemblypersons, State Senators, and Congresspersons. Statutory Member seats shall also be awarded under the following circumstances:

- a. When a nominated Democrat has not been elected to one of these offices at the most recent General Election, the Democratic Party nominee at the most recent Primary Election shall be awarded a Statutory Member seat until such time as a Democrat is elected or otherwise designated to hold that office.
 - b. When a special election is held for one of these offices and no Democrat was elected, the highest vote-getting Democrat shall be awarded the Statutory Member seat previously held by the former highest vote-getting Democratic nominee to that position.
 3. Any of the following office holders or nominees who are registered to vote in Monterey County: Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, Attorney General, Member of the State Board of Equalization, and United States Senator.
- B. Designated Members include the following:
1. Members of the California Democratic Party Executive Board and members of the Democratic National Committee who are registered to vote in Monterey County.
 2. Representatives from chartered Democratic Clubs in Monterey County. Each club shall nominate one representative for review by the Credentials Subcommittee and election by the MCDCC. The total number of club representatives admitted to membership on the MCDCC shall not exceed 1/3 of the number of Statutory Members.
 3. MCDCC Members-at-large. The MCDCC may appoint individuals with areas of expertise important to the conduct of its various programs and activities to Designated Member seats as Members-at-large. A maximum of three Members-at-large shall hold Designated Member seats.
- C. Associate Members may be appointed by the MCDCC on recommendation of the Credentials Subcommittee. Such memberships are awarded to individuals who can make special contributions to the programs and activities of the MCDCC. They serve at the pleasure of the MCDCC. They may serve as an MCDCC representative to the State Committee, but may not be elected or appointed as an officer of the MCDCC. The number of Associate Members shall not exceed 1/3 of the number of Statutory Members.

Section 3: Limitations on Member Seats

- A. Statutory members shall hold at least 60% of the voting member seats on the MCDCC. If otherwise qualified candidates for Designated Member seats appear and no such seats are available, those candidates shall be named Associate Members until a vacant seat is available.
- B. Each Member shall hold only one seat. If a Member assumes a new position to which a seat is assigned, he or she shall select which seat he or she chooses to occupy and inform the Secretary, who will declare a vacancy. If such a Member fails to inform the Secretary of his or her choice within thirty (30) days, the Secretary shall choose which seat is to be declared vacant.

Section 4: Alternates

All Statutory and Designated Members (Voting Members) shall have Alternates. Alternates shall have the privilege of the floor at all regular and special meetings of the MCDCC. They shall vote only when the Member for whom they are serving as Alternate is absent.

- A. Each Statutory Member representing a Supervisorial District shall nominate an Alternate who resides in the same District. Other Statutory Members shall name an Alternate registered to vote in the same political subdivision unless otherwise specified in the Election Code of the State of California. Each Designated Member shall nominate an Alternate who closely represents similar qualifications to those of the Designated Member nominating the Alternate.
- B. Alternates for Members holding Statutory seats as incumbents in, or candidates for public office shall require no further confirmation by the MCDCC. The Credentials Subcommittee shall review the qualifications of all other nominees for Alternate, and will refer qualified nominees to the MCDCC for confirmation at a regular or special meeting. Confirmation shall be by a majority of the MCDCC membership voting at that meeting.
- C. When a voting Member, other than those holding seats as incumbents in or candidates for public office, fails to nominate an Alternate within sixty days following the beginning of his or her term, the Credentials Subcommittee shall nominate a qualified candidate for confirmation by the vote of the MCDCC.
- D. Alternates may serve as MCDCC delegates to the State Committee, provided there are no vacancies that may be filled first by interested Primary Members, either by election or proxy.
- E. Alternates shall serve immediately upon confirmation by the MCDCC and until the convening of the next Organizational Meeting, as defined in Article VI, Section 1.
- F. Should an Alternate no longer represent the qualifications and requirements considered prior to his or her approval by the Credentials Subcommittee, that Alternate shall be removed and replaced. Alternates shall also be removed and replaced under the circumstances leading to the termination of MCDCC membership specified in Section 9B&C below, except they shall meet the same attendance requirements only when the voting member they represent is absent. A majority of the Members voting effects removal after proper notice in the agenda for any regular or special meeting of the MCDCC,

Section 5: Term of Membership

The following terms of membership shall apply:

- A. Members who hold Statutory Member seats as incumbents in or candidates for public office shall serve terms coincident with their terms in public office or as otherwise specified in Section 2A2 above.
- B. Other Statutory Members and Designated Members shall serve terms of approximately two (2) years extending from Organizational Meeting to Organizational Meeting.

- C. The terms of Members appointed to fill vacant Statutory or Designated Member seats shall extend from appointment until the next Organizational Meeting.
- D. The duration of the term of Associate Members shall be specified at the time of appointment but in no instance shall the term extend beyond the next Organizational Meeting.

Section 6: Vacancies

- A. Vacancies shall exist:
 - 1. When the number of Statutory Members elected to represent Supervisorial Districts falls short of the number allowed by the Election Code and the Registrar of Voters.
 - 2. When an ineligible individual is appointed to any voting Member Seat.
 - 3. When a Member dies, or resigns, or becomes incapacitated to act.
 - 4. When a Member is removed from membership pursuant to Section 9 of this Article.
- B. Vacancies shall be filled as follows:
 - 1. The Credentials Subcommittee shall review qualifications of nominees and present qualified nominations at the next meeting of the MCDCC.
 - 2. The MCDCC shall approve qualified nominees by a majority vote of the MCDCC Members voting.

Section 7: Dues

There shall be annual dues for all Members in an amount proposed by the Finance Subcommittee and approved by the MCDCC.

- A. Members shall pay dues in full within sixty (60) days following the beginning of the Member's term and by that anniversary date of each year thereafter. The Financial Officer shall notify a Member, in writing when his or her dues are delinquent. Members with delinquent dues shall not vote until dues are paid in full.
- B. When a Member is appointed mid-year, the Financial Officer shall establish a pro-rated dues payment.
- C. In instances of financial hardship, the Financial Officer, with the approval of the Executive Board, may waive payment of dues in whole or in part.
- D. Dues shall not be refundable, in whole or in part.

Section 8: Oath

Each Member shall, before entering upon the duties of membership, take and subscribe to the oath or affirmation required by law.

- A. The oath may be taken before any officer authorized to administer oaths. That person shall charge no fee.
- B. Thereafter, the Chair of the MCDCC is responsible for the filing of notices of appointment with the County Elections Department within thirty (30) days after approval. These notices shall contain the name and address of the Member

appointed and the name of the person replaced, and shall indicate the date of appointment.

Section 9: Removal from Membership

Membership may be terminated voluntarily by the Member or by action of the MCDCC.

A. Voluntary termination: A Member shall tender his or her termination in writing to the Chair.

B. Automatic termination:

1. The MCDCC shall remove any Member if he or she is no longer a registered Democrat.
2. The MCDCC shall remove any Member if he or she is no longer a resident of Monterey County.
3. The MCDCC shall remove a Statutory Member elected or appointed to represent an Assembly District if he or she is no longer a resident of that district.
4. With the exception of Statutory Members identified in Section 2A2&3 above, voting Members shall be removed if, during their term of membership, they have three (3) unexcused absences.
 - a. An unexcused absence is defined as missing a regularly scheduled meeting of the MCDCC, except in the case of an emergency, without representation by an Alternate or prior notification to and excuse by the Chair.
 - b. If the Chair is unwilling to excuse an absence, the Member may ask to be excused by the MCDCC. This request shall be noticed in the agenda and approved by two-thirds (2/3) of the Members voting.
5. With the exception of Statutory Members identified in Section 2A2&3, voting Members shall be removed if they are absent from eight (8) or more regularly scheduled meetings during their term of membership, even if they are represented by an Alternate.
6. The Chair shall notify the offending member by letter prior to the member's third unexcused or eighth absence.

C. Termination for cause:

1. MCDCC Members, other than the Statutory Members identified in Section 2A2&3 above, may be removed for cause by a two-thirds (2/3) vote of the membership if they:
 - a. Are delinquent in dues payment for more than ninety (90) days .
 - b. Publicly avow preference for another party.
 - c. Publicly advocate that voters should not vote for the endorsed candidate of the Democratic Party for any office.
 - d. Publicly give support to or avow a preference for a candidate nominated by another party.
 - e. Engage in any other misconduct identified by the MCDCC.

2. Procedure for removal for cause:
 - a. Allegations of misconduct as specified in Section C.1 above shall be referred to the Executive Board. The Executive Board shall first determine if the offending conduct was inappropriate before referring the allegations to the Credential Subcommittee.
 - b. The Credentials Subcommittee shall investigate all charges. If substantiated, the Chair shall send to the accused Member, by timely registered mail, a copy of the statement of charges and a letter stating that the accused Member may either resign or have a hearing before the Members of the MCDCC. At that hearing, the accused Member shall be afforded an opportunity to respond to the statement of charges and to confront any witnesses. That Member may be represented at his or her own expense.
 - c. If the accused Member does not resign, the Chair shall schedule a hearing before the MCDCC. The Chair shall send a copy of the statement of charges to all Members of the MCDCC, along with a notice of the date, time, and location of the hearing at least ten (10) days prior to the scheduled hearing.
 - d. At the hearing, the Members shall examine the statement of charges. The accused Member shall be afforded an opportunity to respond to the charges, and to confront any witnesses. The hearing shall be conducted in such fashion as to afford the accused Member due process. The hearing shall be held in closed session, attended only by voting Members of the MCDCC. At the conclusion of the hearing, upon motion for removal, the accused Member may be removed by a vote of at least two-thirds (2/3) of the Members present and voting.
 - e. The Executive Board may choose to recommend censure in lieu of removal. The accused member may be censured via the same procedure as outlined in paragraphs a through d above.

Section 10: Incumbency

Only Statutory Members elected to the MCDCC to represent Supervisorial Districts by registered Democratic voters in those Districts may use the designation "Incumbent" if they seek reelection. Members appointed to those statutory seats may use the designation "Appointed Incumbent" if they seek election to the MCDCC. No other Members may use a designation as an incumbent if they subsequently seek election to the MCDCC.

ARTICLE IV: OFFICERS

Section 1: Officers

- A. The elected officers of the MCDCC shall be the Chair, First Vice Chair, Second Vice Chair, Financial Officer, Development Officer, Secretary, and California

Democratic Party Executive Board Member. One Vice Chair shall reside within the 27th Assembly District, the other within the 28th Assembly District. Each Vice Chair shall serve one (1) year as First Vice Chair, with the first to be determined by the flip of a coin.

- B. The duties of the Chair shall include:
 - 1. Serving as the Executive Officer and official spokesperson of the MCDCC
 - 2. Presiding over MCDCC meetings and, in consultation with the Executive Board, prepare an agenda for each meeting.
 - 3. Managing, directing and hiring staff, with such hiring to be ratified by the Executive Board and the MCDCC.
 - 4. Carrying out the directives and policies of the MCDCC and the Executive Board.
 - 5. Appointing all chairpersons and Members of all subcommittees, whether standing or ad hoc, unless such positions are included among the duties of other officers, and shall serve as a non-voting ex-officio Member of all subcommittees.
- C. The duties of the First Vice Chair shall include:
 - 1. Serving as acting Chair in the absence of the Chair
 - 2. Carrying out the directives and policies of the MCDCC and the Executive Board.
- D. The duties of the Second Vice Chair shall include:
 - 1. Serving as acting Chair in the absence of the Chair and First Vice Chair
 - 2. Carrying out the directives and policies of the MCDCC and the Executive Board.
- E. The duties of the Financial Officer shall include:
 - 1. Maintaining accurate and detailed financial records of the MCDCC, and reporting on the MCDCC's financial status, including all income to and disbursements from all MCDCC accounts at each regular meeting. Financial status reports shall be distributed with the minutes.
 - 2. Preparing an annual budget for approval by the MCDCC.
 - 3. Preparing and executing such statements required to comply with campaign finance laws.
 - 4. Establishing such procedures, with the approval of the Executive Board, that best facilitates the performance of duties outlined in (1), (2) and (3) above.
 - 5. Overseeing the management of MCDCC funds.
 - 6. Serving as acting Chair in the absence of the Chair, and both Vice Chairs.
 - 7. Serving as Chair of the Finance Subcommittee.
 - 8. Carrying out the directives and policies of the MCDCC and the Executive Board.
- F. The duties of the Development Officer shall include:
 - 1. Drafting an annual fundraising plan for approval by the MCDCC.
 - 2. Implementing the fundraising plan.
 - 3. Serving as Chair of the Development Subcommittee.

4. Serving as Chair in the absence of the Chair, both Vice Chairs, and the Financial Officer.
 5. Carrying out the directives and policies of the MCDCC and the Executive Board
- G. The duties of the Secretary shall include:
1. Keeping a record of MCDCC proceedings; maintaining a roster of Membership; call roll before each meeting and determining whether a quorum is present; maintaining the Members' attendance records, noting when Members are represented by their Alternates; and officially declaring vacancies.
 2. Sending the agenda, minutes of the previous meeting(s), and other pertinent information to all members and Alternates, allowing receipt no later than five (5) business days prior to the next regularly scheduled meeting, unless there are special circumstances.
 3. Ensuring adequate public notice is given for all meetings.
 4. Serving as acting Chair in the absence of the Chair, both Vice Chairs, the Financial Officer, and the Development Officer.
 5. Carrying out the directives and policies of the MCDCC and the Executive Board.
 6. Designating a Secretary Pro Tem to serve when the Secretary is unable to attend an MCDCC meeting.
- H. The duties of the California Democratic Party Executive Board Member shall include:
1. Representing the MCDCC to the California Democratic Party State Central Committee.
 2. Regularly reporting to the MCDCC regarding actions and activities of the CDP.
 3. Communicating concerns and proposals from the MCDCC to the CDP

Section 2: Eligibility and Election of Officers

- A. Any voting Member of the MCDCC is eligible to be an officer of the MCDCC.
- B. All officers *except* the California Democratic Party Executive Board Member shall be nominated and elected by a majority of Members present and voting at the Organizational Meeting.
- C. The election of officers shall be presided over by the outgoing Chair of the MCDCC. If the Chair is seeking reelection, the election of officers shall be presided over by the highest ranking current officer not seeking reelection as an officer.
- D. With the exception of the California Democratic Party Executive Board Member, terms of office shall expire at the subsequent Organizational Meeting.
- E. The California Democratic State Party Executive Board Member shall be elected by majority of Members present and voting at the regular November meeting of the MCDCC each even numbered year, and shall serve until the November meeting of the next even numbered year.

Section 3: Vacancies and Removal of Officers

- A. An officer may be removed for cause at any time.
 - 1. A resolution to remove, specifying cause or causes, shall be introduced at a regular meeting.
 - 2. Action on the resolution shall be postponed until the next regular meeting, at which time that officer shall have a right to a hearing at which charges will be specified.
 - 3. The officer may offer relevant defense, including the calling of witnesses to refute the charges.
 - 4. A notice that the hearing will take place must be provided to all MCDCC Members no later than 5 (five) business days in advance
- B. If the officer is the Chair, the First Vice Chair shall preside.
- C. Following the hearing, the resolution shall be reintroduced and seconded. A vote of two thirds (2/3) of the Members present is required for passage of a resolution to remove an officer.
- D. When an officer ceases to be a Member of the MCDCC for any reason, the Secretary shall declare a vacancy and an election will be held at the next regular MCDCC meeting to determine a successor.
 - 1. A notice of that election shall be issued by the Secretary to all Members at least ten (10) days in advance
 - 2. A majority of Members present and voting shall determine the election to fill the vacancy.

Article V: EXECUTIVE BOARD

The Executive Board shall be composed of the Chair, First Vice Chair, Second Vice Chair, Financial Officer, Development Officer, Secretary, and California Democratic Party Executive Board Member

- A. The duties of the Executive Board shall include:
 - 1. Providing advice and guidance to the Chair, including the preparation of the agenda for the next regularly scheduled MCDCC meeting.
 - 2. Developing, refining and recommending policies and procedures for ratification and approval by the MCDCC.
 - 3. Reviewing legal and personnel matters for consideration by the MCDCC.
- B. From time to time circumstances may arise when urgent action must be considered before timely notice of a regular or special meeting of the MCDCC can be provided. Under such circumstances, as determined by the Chair, the Executive Board is empowered to act for the benefit of the MCDCC. Such actions must be approved by a 2/3 majority of the Executive Board present, and reported to the MCDCC at its next meeting, whether regular or special.

ARTICLE VI: MEETINGS

Section 1: Organizational Meeting

- A. The Organizational Meeting shall be the first regular meeting of the MCDCC following the certification of the vote in the direct primary in which members are elected.
- B. The Organizational Meeting shall be called by and presided over by the outgoing Chair of the MCDCC.
- C. Should the outgoing Chair be a candidate for reelection, and/or if other officers are candidates for reelection, the order of succession shall be followed. Should all outgoing officers be candidates for reelection, the CDP Executive Board Member shall chair the Organizational Meeting.

Section 2: Regular Meetings

- A. The MCDCC shall hold no fewer than nine (9) regular meetings in an election year, and no fewer than six (6) regular meetings in a non-election year.
- B. The Chair, prior to the adjournment of each meeting, shall announce the time and place of the next meeting.
- C. The Chair shall determine a suitable location for each meeting, and ensure that the site is ADA compliant.

Section 3: Special Meetings

Meetings of the MCDCC may be called by the Chair, or upon the request of five (5) regular Members, on five (5) days notice.

Section 4: Voting/Quorum/Proxies

- A. Each Member or Alternate Member must be physically present to vote. There shall be no voting by proxy.
- B. A quorum for the transaction of business shall be no less than fifty per cent (50%) plus one (1) of voting Members of the MCDCC. A quorum shall be maintained at all times for the transaction of all business.
- C. No vote shall be taken by secret ballot.

ARTICLE VII: SUBCOMMITTEES

The Chair shall appoint Subcommittees charged with specific responsibilities. Subcommittees shall be designated as Standing Subcommittees and Ad Hoc Subcommittees.

Only voting Members, Associate Members and Alternates of the MCDCC may chair subcommittees, but any individual may be appointed as a subcommittee Member. Each subcommittee shall have at least two (2) Members, plus a chair.

Section 1: Standing Subcommittees

Responsible for on-going activities, Standing Subcommittees shall be appointed at the next regular meeting following the Organizational Meeting, although additional Members may be added at any time. Unless reappointed, the terms of all appointees shall not extend past the next Organizational Meeting.

A. Finance Subcommittee:

The Finance Subcommittee shall be chaired by the Financial Officer, and shall oversee all affairs related to the financial activities and programs of the MCDCC, including, but not limited to: budget development, prioritizing allocation of resources, compliance with campaign finance laws, and administration of proper fiscal controls.

B. Development Subcommittee:

The Development Subcommittee be chaired by the Development Officer, and shall oversee all affairs related to fundraising activities and programs of the MCDCC, including, but not limited to, events, annual fund and membership campaigns, and major gifts.

C. Credentials Subcommittee:

The Credential Subcommittee shall be responsible for reviewing qualifications of prospective Members, recommending candidates for appointment, and investigating cause for potential removal of a Member.

D. Issues Subcommittee:

The Issues Subcommittee shall conduct research necessary to formulate positions on public issues referred to the MCDCC.

E. Communications Subcommittee:

The Communications Subcommittee shall institute methods and oversee all efforts to maintain contact with Monterey County Democrats and other groups with shared interests.

F. Information Technology Subcommittee:

The Information Technology Subcommittee shall remain current with developments in information technology that will expedite the accomplishment of the purposes of the MCDCC, make appropriate recommendations regarding such technology, and implement and oversee its applications within the MCDCC.

G. Campaign Subcommittee:

The Campaign Subcommittee shall engage in on-going planning for political campaigns in which the MCDCC has direct involvement.

Section 2: Ad Hoc Sub Committees

Ad Hoc Subcommittees may be appointed at any time to accomplish specific tasks.

A. Ad Hoc Subcommittee Members' service on such subcommittee shall expire when the subcommittee is discharged.

B. Ad Hoc Subcommittees are discharged when their mission is complete; additionally, all Ad Hoc subcommittees shall be discharged each year, either at

the Organizational Meeting or on the anniversary of the Organizational Meeting , unless otherwise reappointed.

ARTICLE VIII: MISCELLANEOUS PROVISIONS

Section 1: Endorsements

- A. The MCDCC may endorse candidates for elected office, and ballot measures, according to such standards and procedures it develops. From time to time, the MCDCC may endorse positions on other public issues.
- B. Proposals for endorsements must be presented as resolutions at regular or special meetings, and approved according to standing policy and procedure.
- C. No Member may state or imply that a candidate, ballot measure, or other issue is endorsed by the MCDCC unless an endorsement has been approved.

Section 2: Chartering of Clubs

- A. The MCDCC may charter clubs according to standards and procedures it develops. Such clubs are defined as organizations of Democrats representing particular geographic regions or areas, special interests, or cultural communities.
- B. Charters must be renewed annually on the anniversary date of the original award.

ARTICLE IX: AMENDMENT OF BYLAWS

Section 1: Amending of the Bylaws

- A. A proposed bylaw amendment shall be submitted in writing to the MCDCC Chair at an open meeting.
- B. Upon a motion to approve the amendment, duly seconded, the matter shall be postponed until the next regular meeting.
- C. The Secretary will distribute a copy of the proposed amendment to each Member seven (7) days prior to the next regular meeting, and announce the time, date and place of the meeting upon which it will be voted.
- D. A vote of two thirds (2/3) of the voting Members present is required to approve an amendment to the bylaws.

ARTICLE X: LEGAL AND PARLIAMENTARY AUTHORITY

Section 1: Legal Authority

The MCDCC shall be subject to compliance with the California Elections Code, specifically:

- A. Members, Sections 7200-7216
- B. Elections, Sections 7225-7229
- C. Meetings, Sections 7235-7236
- D. General Business, Sections, 7240-7244

Section 2: Parliamentary Authority

Roberts Rules of Order shall be the standard for conduct of all matters not in conflict with these bylaws.

Section 3: Other Authority

The MCDCC shall comply with such relevant and appropriate sections of the Bylaws and Rules of the California Democratic Party.